



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF PLUMBING AND HVACR EXAMINERS

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PUBLIC MEETING MINUTES:	BOARD OF PLUMBING & HVACR EXAMINERS
MEETING DATE AND TIME:	Tuesday, January 12, 2016 at 8:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon
MINUTES APPROVED:	February 9, 2016

MEMBERS PRESENT

Charles Robbins, Professional Member, President
Frank Beebe, Professional Member
John Mills, Professional Member
Harold Caswell, Professional Member, Vice President
Craig Tenaro, Professional Member
James Anderson, Public Member
Sheila Littleton, Public Member
Matthew Reilly, Professional Member

MEMBERS ABSENT

John Brady, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Jennifer Singh, Deputy Attorney General
Latonya Brown, Administrative Specialist II
Christine Mast, Administrative Specialist III

OTHERS PRESENT

Raymond Davidson, DPH
Jose Colon, Applicant

CALL TO ORDER

Mr. Robbins called the meeting to order at 9:00 am.

REVIEW OF MINUTES

A motion was made by Mr. Tenaro, seconded by Mr. Beebe, to approve the November 10, 2015 minutes. The motion carried unanimously.

UNFINISHED BUSINESS

Proposal to Deny Hearing- 9:00 a.m.
Jose Colon

The PTD hearing for Mr. Colon went on record at 9:15a.m., with introduction of the Board members. Mr. Colon was sworn in at 9:17 a.m. Mr. Colon presented the Board with an explanation regarding his experience. At 9:28 a.m. the Board went into deliberations. The hearing resumed at 9:46 a.m. with Mr. Tenaro making a motion, seconded by Mr. Beebe to propose to deny Jose Colon to take the Master HVACR Bypass exam. The motion carried unanimously.

NEW BUSINESS

Review of Examination Applications

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to table the Master HVACR application of John McClister. Mr. McClister is unable to show that he has 2 years of experience after receiving his journeyman certificate. The Board is also requesting that his supervisor provides a completed affidavit showing the dates that Mr. McClister was under his supervision. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to table the Master Plumber application of Robert Harrison due to his supervision being under an unapproved Master Plumber. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to table the Master HVACR application of Sally Bergeron. The Board is requesting that Ms. Bergeron submit a detailed letter explaining her work experience. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to table the Master HVACR application of William Messmer. The Board is requesting proof of experience under a Master HVACR licensee. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Adam Macklin to take the Master HVACR Bypass Exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to table the Master HVACR Restricted application of Andrew Higgins. The Board is requesting that Mr. Higgin's supervisor provides verification of employment from Ventner Heating & Air, where he supervised Mr. Higgins. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Dennis Johnson Jr. to take the Master HVACR Bypass Exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to table the Master HVACR application of Eugene Zak. The Board is requesting proof of experience under a Master HVACR licensee. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Raymond Price Jr. to take the Master HVACR Exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Brian Sipps to take the Master Plumber Exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Joseph Touchton to take the Master Plumber Exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Raymond Price Jr. to take the Master HVACR Exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Murray Martin to take the Master Plumber Bypass Exam. The motion carried unanimously.

Review of Reciprocity Applications

A motion was made by Mr. Tenaro, seconded by Mr. Beebe, to approve the Master Plumber application of Nick Matkowsky. The motion carried unanimously.

A motion was made by Mr. Tenaro, seconded by Mr. Beebe, to approve the Master Plumber application of Brian Hall. Ms. Singh stated that his CBC is acceptable. The motion carried unanimously.

Ratification of Applications

A motion was made by Mr. Mills, seconded by Mr. Caswell, to ratify the applications of Clay Hastings, MD (Master Plumber), Charles Smith III, MD (Master Plumber), Robert Roman, MD (Master HVACR). The motion carried unanimously.

Examination Passing Results

The Board reviewed the examination results that showed out of 5 HVACR candidates, 3 had passing scores: Andrew Carlantonio (Master HVACR), John Huhn (Master HVACR), and Brian Kozuch (Master HVACR).

The Board reviewed the examination results that showed out of 4 Plumbing candidates, 3 had passing scores: Glen Witman, Timothy Houser, and Brian Marcocci.

CORRESPONDENCE

Letter from Timothy Jay Dukes

Ms. Brown presented a letter to the Board from Mr. Dukes. Mr. Dukes expressed how thankful he is that the Board and the Division guided him through the process, so that he could obtain his license.

OTHER BUSINESS BEFORE THE BOARD

Review of NCC Hood Examination

The Board will discuss this at the next scheduled board meeting. The Board plans to meet with the 3 Delaware vocational schools regarding the Bypass exams as well as the test coordinator for Prometric.

CFC Card

DPR needed clarification of whether the Universal CFC card is required when applying for a Master HVACR. The Board decided that DPR will accept all CFC cards until further notice. The Board decided to continue discussion at the next scheduled meeting.

PUBLIC COMMENT

Mr. Davidson suggested that the Board consider a Journeyman's license. The Board decided to discuss this at the next scheduled Board meeting.

NEXT SCHEDULED MEETING

The next board meeting will be held on February 9, 2016 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

A motion was made by Mr. Beebe seconded Mr. Caswell, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 10:46 am.

Respectfully submitted,

A handwritten signature in black ink that reads "LaTonya Brown". The signature is written in a cursive, flowing style.

LaTonya BROWN
Administrative Specialist II